

# WEEK IN REVIEW

A publication of the City Manager's Office

## Council Meeting

January 14 - City Council Meeting Agendas (NEW Location: JKES)

## Looking Ahead

Wednesday, January 15:  
Christmas trees collected curbside; last day for Yard Waste (resumes 3/18)

Thursday, January 16: Tourism Board; Board of Architectural Review meetings

Friday, January 17: Courts closed

Monday, January 20: City offices, Parks, courts, WinTran closed (Martin Luther King, Jr. Day)

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The City's Snow Team responded to the first snowfall of 2020.

## City Manager's Takeaways

The January 14, 2020 City Council meeting location has been moved to John Kerr Elementary School due to limited space in the Rouss City Hall Council Chambers.

The January 14th Council meetings will not be broadcast live on channel 6 and online due to the change in location. The minutes and audio will be uploaded to the City's [new agenda portal](#) at a later date.

Welcomed the participants in the City's INSIGHT Academy as we kick off this year's program.



# Public Safety

## Winchester Police

- Registered to participate in multiple job fairs for recruiting.
- Opened application processes for new positions. [Apply](#)
- Finalized 6 policies and posted them to the [website](#).
- Created diversity chart for website to be uploaded soon.
- Conducted Active Shooter and weapons trainings.
- Planning for 2020 community outreach programs.
- Attended Local Emergency Planning Committee meeting and a meeting with the Rescue Mission.
- Conducted curfew checks on Drug Court participants.
- Attended informational meeting with Apple Blossom Festival.
- Attended the City's [INSIGHT Citizen's Academy](#) welcome reception.
- Crime stats (12/19-12/29):
  - Crimes against persons (felony) - 3
  - Crimes against persons (misdemeanor) - 18
  - Burglaries (residential) - 2
  - Burglaries (commercial) - 0
  - Property crimes - 18

## Winchester Fire and Rescue

- Completed initial International Trauma Life Support (ITLS) certification for ten department personnel and two others.
- Department Advanced Life Support Providers completed annual skill training at the Shenandoah University cadaver lab.
- Assisted with Winchester/Frederick County Volunteer Fire Academy live burn training in Shenandoah County.
- Filled part-time Resource and Logistics Specialist position.
- Completed walk-through with shift personnel at Grafton School and administrative office buildings.
- Conducted Shift Communication meetings.
- Attended City of Winchester [INSIGHT Citizen's Academy](#) welcome reception and dinner.
- Assisted with Assistance to Firefighters Grant Application review in preparation for the announcement of application period.
- Met with Rubbermaid's new Safety Coordinator to discuss fire safety and environmental concerns.
- Attended Community Risk Assessment meeting and reviewed incident response data.

Police Activity	#
Calls for Service	784
Crash Reports	10
DUI/DWI	4
Alarms/False Alarms	22/22
Directed Patrols	44
Directed Patrols (OTW)	0
Extra Patrols	124
Extra Patrols (OTW)	1
Traffic Citations	31
Traffic Warnings	75
BWC requests	-
Special Events Permits Received/ Approved	0/0 4 YTD

Fire Activity	Fire Activity
Fire	2
Overpressure	0
EMS/Rescue	77
Hazardous Cond.	2
Service Call	10
Mutual Aid Given	1
Good Intent	5
False Alarms	9
Special Incident	1
Plan Review	2
Reinspections	1
Inspections	11

## Emergency Management

- Diagnosed an issue with the Command Bus electrical system.
- Hosted the bi-monthly Local Emergency Planning Committee meeting.
- Coordinated with the City Manager in response to Tuesday's snowstorm.
- Held interviews for the Radio Manager position.
- Attended the INSIGHT Citizen's Academy welcome reception at the Parks.
- Conducted a public safety debrief for the First Night Winchester special event.

## Development Services

### Planning

- Continued work on the Comprehensive Plan update including revisions to the update of Chapter 8 (Community Facilities) and Chapter 9 (Future Development). Reached out to consultants to discuss graphic services that will be sought for the exhibits in Chapter 9 and Chapter 11.
- Cancelled the January 7, 2020 Planning Commission work session due to inclement weather and further prepared for the January 21, 2020 regular meeting. Discussed with some adjoining property owners the Senior Living Center site plan at 333 W. Cork Street and offered to meet with them to review the proposal in detail in advance of the public hearing on January 21. The Commission will also review a small right-of-way vacation request along Meadow Branch Avenue and a Corridor Enhancement request at 802 E. Cork Street where modifications were made without securing CE approval. Time-permitting, there will also be discussion of the proposed PUD density amendments, the status of Short-Term Rental enforcement activities, and review of the Comprehensive Plan update.
- Prepared and distributed agenda packet for the January 16, 2020 Board of Architectural Review meeting. At least 3 cases are on the agenda.
- Planning Director chaired the January 7 Metropolitan Planning Organization (MPO) TAC meeting where the status of multiple consultant studies was discussed and where action was taken to select the list of candidate roadway projects to include in the Vision Plan of the proposed update to the MPO Long-Range Transportation Plan (LRTP). These projects will be screened and scored using SmartScale metrics to determine whether or not they should continue to be considered in the LRTP that ultimately is adopted by the MPO Policy Board.
- Planning Director gave the annual "History of Winchester" presentation to the 2020 INSIGHT Academy class on January 8 during the opening session.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

### Economic and Workforce Development

- Participated in 2020 INSIGHT Citizen's Academy kick-off event.
- Held mid-month meetings with EDA officers.
- Met with property owner pursuing redevelopment in Old Town.
- Continued working with redevelopment partners associated with Towers and Kent/Piccadilly sites.
- Met with regional partners to discuss next steps in Talent Attraction study.

## Arts and Vitality & Old Town

- Prepared FY20 Virginia Commission for the Arts grant reporting documentation.
- Began updating application materials for the 2020 Farmers Market season.
- Met with OTW website content manager to review expectations and assess needs.
- Assisted 16 tourists and 4 locals at the Old Town Welcome Center.
- Met with Shenandoah Valley Chess Club for 2020 planning and possible community event partnerships.
- Worked on the Old Town Winchester website updates and management.
- Facilitated Lunch n' Learn: Virginia Main Street Primer seminar.
- Held "Walkabout Wednesday" community check-in and visit to Primary and Secondary District business owners.
- Held monthly call with Department of Housing and Community Development to discuss Virginia Main Street and end-of-year reporting.

## Winchester/Frederick County Tourism

- Took part in weekly update call with marketing contractor about the status of our ad campaign. We discussed the marketing plan for rolling out the campaign when it is done and their presentation at next week's Tourism Board meeting.
- Talked with the Negro Leagues Baseball Museum (NLBM) about working with them to create Spottswood Poles merchandise to sell in our Visitor Center Gift Shop, such as magnets and post cards to start.
- Prepared throughout the week with partners and internally for the upcoming American Bus Association (ABA) Marketplace that we will be attending from Saturday - Wednesday. Partnered with the Shenandoah Valley Travel Association to take on some of their ABA Marketplace appointments next week.
- Organized and led first SVTP Advocacy Committee conference call to discuss the Virginia Tourism Corporation (VTC) strategic plan for us and roles/dates/opportunities for us moving forward.
- Finalized the new visitor tear-off map design with our designer.
- Connected with and began planning for a lifestyle/travel blogger to visit our area in the spring.

## Zoning and Inspections

- Completed:
  - 33 building permit inspections and issued 39 building permits (\$278,190)
  - 199 code enforcement inspections and initiated 61 new cases
  - 3 new business reviews (3 certificate of business, 3 certificate of home business)
- Removed 2 signs from the public right-of-way (YTD=2)
- Significant projects:
  - 1460 University Dr. - electrical work (\$161,000.00)

Permit #	Type	Address	Description	Value
19 00004333	RREM	535 APPECROFT RD	REMODEL BASEMENT, ADD BATHROOM	\$10,000
19 00004333	PLBG	535 APPECROFT RD	REMODEL BASEMENT, ADD BATHROOM	\$5,500
20 00000003	NGAS	344 350 FAIRMONT AVE	REPAIR LINE ENTERING BLDG	\$1,500
20 00000002	PLBG	327 W PICCADILLY ST	EXPANSION TANK	\$120
19 00003705	ELEC	205 - 213 N CAMERON ST	REMODEL	\$4,000
20 00000008	TTS	26 W BOSCAWEN ST	WATTS JAN 11-18 2020	\$0
19 00004510	DEMO	428 SUPERIOR AVE	DEMO OF EXISITING DECK	\$0
19 00004427	ELEC	220 MYRTLE AVE	ROOM IN BASEMENT	\$500
20 00000005	NGAS	725 727 S KENT ST	REPLACE FURNACES	\$0
19 00004426	ELEC	185 N LOUDOUN ST	REMODEL	\$1,500
19 00004512	RREM	719 ACADEMY CIR	ADD FULL BATH & LAUNDRY ROOM	\$7,000
20 00000006	PLBG	214 W CORK ST	EXPANSION TANK	\$200
20 00000004	NGAS	721 723 S KENT ST	REPLACE FURNACES	\$0
19 00004544	DECK	958 WAYNE DR	NEW DECK	\$5,000
19 00004512	PLBG	719 ACADEMY CIR	NEW FIXTURES	\$9,500
19 00004250	BLDG	879 FAIRMONT AVE	INSTALL WOOD STOVE CHIMNEY	\$2,700
20 00000010	MECH	378 380 CHARLES ST	HEATPUMP/AC WALL UNITS-378-388	\$5,000
19 00004014	RREM	2720 SARATOGA DR	BASEMENT BATHROOM	\$12,000
19 00004014	PLBG	2720 SARATOGA DR	NEW FIXTURES	\$4,000
20 00000013	PLBG	1312 COMMERCE ST	REPLACE GAS WATER HEATER	\$1,000
20 00000011	NGAS	30 COMMERCIAL ST	REPLACE GAS FURNACE	\$100
20 00000012	MECH	620 WATSON AVE	REPLACE GAS FURNACE	\$3,600
20 00000011	MECH	30 COMMERCIAL ST	REPLACE GAS FURNACE	\$5,000
19 00004299	BLDG	568 570 N LOUDOUN ST	REMODEL BATH/REPAIR PORCHES	\$4,000
20 00000014	NGAS	200 SHAWNEE AVE	REPLACE GAS WATER HEATER	\$1,000
20 00000016	DECK	303 GRAY AVE	NEW FRONT STEP 303-307	\$0
20 00000012	NGAS	620 WATSON AVE	REPLACE GAS FURNACE	\$150
20 00000014	PLBG	200 SHAWNEE AVE	REPLACE GAS WATER HEATER	\$1,000

Permit #	Type	Address	Description	Value
20 00000013	NGAS	1312 COMMERCE ST	REPLACE GAS WATER HEATER	\$1,000
20 00000018	NR	2900 VALLEY AVE	REROOF	\$16,000
19 00001967	FIRE	21 25 S KENT ST	ALT TO ADDRESSABLE SYSTEM	\$0
19 00003537	ELEC	315 321 W BOSCAWEN ST	REMODEL	\$11,000
19 00004545	ELEC	320 LONGVIEW AVE	HOT TUB	\$1,200
19 00004546	ELEC	238 LIBERTY AVE	SERVICE METER	\$120
19 00004039	ELEC	1460 UNIVERSITY DR	NEW BLDG	\$161,000
19 00004540	ELEC	419 W CLIFFORD ST	REPLACE SVC CABLE	\$600
19 00003699	CHNG	805 N LOUDOUN ST	RETAIL TO RESTAURANT/ BAR	\$0
19 00002579	ELEC	404 JOIST HITE PL	REPLACE SVC CABLE & METER CAN	\$2,900
19 00003699	BLDG	805 N LOUDOUN ST	ADD NEW BATHROOM	\$0
<b>Total: 39</b>				<b>\$278,190</b>

## Parks & Recreation

- Hosted INSIGHT welcome reception.
- Hosted Shenandoah Valley Tennis Authority meeting.
- Met to discuss reorganization of CST Program.
- Continued work setting up Maintenance facility.
- Continued leak detection and repairs Outdoor Aquatics Facility.

## Public Services

- The new backup power generator for the raw water pump station located at the City's water intake on the North Fork of the Shenandoah River was successfully tested and placed into service.
- Held the mandatory pre-proposal meeting for contractors interested in submitting proposals for the parking garage access and revenue control systems that will be replaced in all four of the parking garages.
- Attended the regular meeting of the Technical Advisory Committee for the Winchester-Frederick County Metropolitan Planning Organization.
- Responded to the snow event on Tuesday.



## Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	6,703
Water service lines replaced (number)	0	368
Water meters replaced (number)	146	3,257
Sanitary sewer mains replaced/lined (linear feet)	0	6,214
Sanitary sewer laterals replaced (number)	0	102
Sanitary manholes replaced (number)	0	41
Sidewalks replaced (linear feet)	340	35,688
Sidewalks repaired (linear feet)	0	123,835

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	0	Lane miles
	Potholes repaired	0	0	#
	Mowing	0	0	Acres
	Miles of streets swept	14	14	Miles
	Tons of leaves hauled	24	24	Tons
Trees	Dead/diseased trees removed	5	5	#
	Trees trimmed	0	0	#
	Stumps removed	0	0	#
Traffic	Street signs Installed/replaced	2	2	#
	Pavement markings repainted (City)	2	2	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	143.57	143.57	Tons
	Recycling collected	19	19	Tons
	Large item pickups	0	0	#
Transit	Total passengers	2,125	2,125	#
	Revenue miles pick up/drop off	3,044	3,044	Miles
	Revenue hours pick up/drop off	288.90	288.90	Hours
Utility billing	Payments processed	1,562	1,562	#
	New bills mailed out	0	0	#
	Water services turned off (non-payment)	0	0	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Water treatment plant	Average daily water demand	5.42	5.53	Million gallons/day
	Peak daily water demand	5.85	5.85	
Wastewater treatment plant	Average daily flow treated	6.66	6.66	Million gallons/day
	Peak daily flow treated	7.33	7.33	
Water distribution and wastewater collection	Water main breaks repaired	0	0	#
	Water meters read	2,379	2,379	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	0	0	Linear feet
	After-hours call outs	3	3	#
Engineering	Site plans reviewed	0	0	#
	Floodplain permits issued	0	0	#
	Utility as-builts reviewed	0	0	#
	Right-of-way permits issued	0	0	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	0	0	#
	Erosion and sediment control inspections	0	0	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	15	15	#
	Special events assistance	1	1	#
	Maintenance of pedestrian mall	28	28	Staff hours
Equipment maintenance	Total repairs completed	55	55	#
Winchester Parking Authority	Work requests completed	9	9	#
	Special events - assistance provided	1	1	#
	Vandalism or property damage issues	0	0	#
	New monthly rentals	0	0	#
	Monthly rental cancellations	1	1	#
	Total monthly leases in all autoparks	-1	-1	#
	Available monthly spaces in all autoparks	+1	+1	#
	Hourly parkers (all four garages)	1,361	1,361	#
	Park-Mobile transactions	331	331	#
	Meter violations	130	130	#



## Social Services

- Received 56 Benefit Program applications: 12 SNAP, 35 Medicaid, 2 TANF, 0 VIEW, 3 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 4 Home Energy Assistance Program
- Provided case management to:
  - 3,832 Medicaid cases
  - 1,475 SNAP cases
  - 64 TANF cases
  - 20 Auxiliary Grant cases
  - 19 individuals receive VIEW services
  - 55 families/104 children receive Child Care Subsidy Assistance.
  - 327 Home Energy Assistance Program cases
- Provided case management to 3 Interstate Compact on the Placement of Children (ICPC) cases.
- Screened applications and scheduled interviews for the Benefit Programs Specialist vacancy.
- Benefits staff completed mandatory annual Child Care trainings.
- Met with the City's IT Department to discuss need to access our local server while connected to the State's VPN (Virginia Dept. of Social Services). The objective is to make our Family Services Specialists and Supervisors more effective by enabling their access to documents and resources saved on our local shared server while they work in the field.

Weekly Activity	#
Clients walk-ins/drop-offs	168/120
Child Protective Service referrals	4
Placed "on notice" for foster care entry by JDRC	8
Children in/entered/exited foster care	55/0/0
Adoption subsidy cases/adoptions finalized	60/0
Child Protective Service (CPS) case management load	42
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/2/98
CPS family assessments & investigations of alleged maltreatment	74
Family Service intakes	9
Adult Protective Service referrals	1
Adult services case management load	10
Adult guardianships/cases	2/76
Adult Protective Service investigations/intakes	14/3
Family Services Prevention case management load	11

# Support Services

## Innovation & Information Services

- Ran process to convert appropriate employees to new PTO accruals and inactivate old accruals.
- Met with OpenGov regarding new method of uploading data to the OpenData portal.
- Setup access to GIS Server from Timbrook Public Safety Center.
- Setup wireless network connectivity for Winchester tax aide at Parks.
- Resolved connection errors between Desktop Central, Apple DEP, active directory, and ServiceDesk.
- Created 2020 Census e-mail for community outreach.
- Worked through minor issues left from print server migration.
- Updated GIS schema for Garage point, garage polygons, and snow removal areas. Made necessary adjustments to public facing services and applications consuming these datasets.
- Deployed new tax parcel mapping application. However, testing is still ongoing, so URL is not publicly available at this time, but will be in the near future.
- Discussed upgrades to public/internal facing GIS servers. Scheduled a date to do upgrades to GIS server application and server components, 1/21/2020.
- Printed the updated Public Works Snow Route Map.
- Went through missing E911 address list.
- Began the process of analyzing VDOT's UMIS road centerline data for Public Services.
- Met with Social Services to discuss VPN access to City network resources.

Help Desk Requests	Count	Closed
Account Management	11	6
Applications	22	9
GIS	2	2
Hardware	20	2
Information Only	3	3
Infrastructure	11	6
No Action Required	10	4
Not Assigned	31	27
Procurement/Disposal	2	0
Reporting	0	0
Research	0	0
Total	112	59

# Communications

- Distributed the January 8 CitE-News issue. [View](#)
- Handled 5 media requests for City information and staff interviews; 4 inquiries for WPD.
- Prepared for and held the Welcome Reception for the City's 15th annual [INSIGHT Citizen's Academy](#). 30 local residents are participating.
- Made revisions to the Mayor's annual report video and blooper reel. Mayor to present video at the January 14 Council meeting.
- Compiled video from clips of WPD functions for a National Law Enforcement Appreciation Day video.
- Reached about 75% completion of one of the Public Service safety videos. Had to reschedule collection of new footage due to snow.
- Created various graphics for social media and channel 6.
- Distributed City services changes and snow storm information to the public via social media, [notification system](#), website, news releases, etc.
- Promoted new location for the January 14 Council meetings and Christmas tree curbside collection.
- Worked with I&S staff and vendor to set up new cable channel equipment (previous equipment was approximately 8 years old and no longer reliable). Completed training to manage new equipment with improved capabilities.
- Tested going live on cable channel 6 with new TV channel and Council Chambers camera equipment.
- Along with City Manager, Program Manager and CFO, participated in a conference call with Fire and Rescue and the outside consultant for the upcoming WFRD services community survey as part of the overall WFRD study.
- Continued researching website development options.

311 Requests Received	#
FOIA	7
New Recycling Bin	4
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Traffic Signal Issue	1
Dead Animal in Road	-
Ask a Question	1
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	1
Tall Grass	-
Water/Sewer Service	-
<a href="#">Citibot</a>	2
Total/YTD	16/16

Date	City Press Releases
1/8	Delayed opening - <a href="#">read</a>
Date	Segments on WDVM
1/2	Winchester Police investigate pedestrian killed by tractor-trailer - <a href="#">watch</a>
Date	Articles in <i>The Winchester Star</i>
1/4	Annual heroin deaths remain high
1/7	Former police officer tasked with enforcing zoning laws

Date	Articles in <i>The Winchester Star</i>
1/8	Homeless man's death prompts call for change
	Snow covers the region (Photo)
	Another \$1.5M sought from City Council for Innovation Center
1/9	City receives senior-living center site plan
	Man allegedly stabbed over \$50
	Man accused of cutting girlfriend